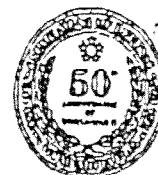




PERSONNEL AND  
READINESS

UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000



AUG 27 2008

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF  
DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT OF  
DEFENSE  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Clarification to Policy Memorandum, "Benefits, Allowances and Gratuities for Department of Defense (DoD) Civilian Employees under Public Law (P.L.) 109-234, Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, June 2006", Dated May 4, 2007

This memorandum amends and clarifies the subject policy memorandum (attachment 1) to allow up to 10 workdays of excused absence for DoD civilian employees assigned to Iraq or Afghanistan, during each of the rest and recuperations (R&R) breaks authorized by the subject policy, not to exceed a total of 20 workdays for such employees during any 12 consecutive months. This clarification ensures consistency with the intent of P.L. 109-234 to allow Federal agencies to implement certain allowances, benefits, and gratuities comparable to those provided to members of the Foreign Service, and consistency with the State Department's policy to allow "administrative leave" to be granted to its Foreign Service and General Schedule personnel assigned to Iraq and Afghanistan, during authorized R&R breaks. It promotes this Department's ability to attract and retain an effective civilian workforce deployed in Iraq and Afghanistan.

The attached Office of Personnel Management (OPM) Memorandum of June 10, 2008, subject: Consistent Compensation for Federal Civilians in Combat Zones (attachment 2), urges agencies to make every effort to apply all flexibilities and

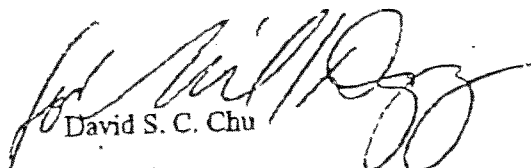


authorities available for Federal civilian employees deployed to combat zones. Among the flexibilities identified by OPM is the authority granted to Agencies to provide excused absence with pay and without charge to leave, such as the State Department's policy for authorized R&R breaks.

In this regard, Paragraph C.3.c. of the subject DoD policy memo is amended as follows (amended provision is in italics), for consistency with Department of State policy and OPM guidance:

"c. Provisions in DoD JTR, Volume II, Chapter 6, Part Q (Rest And Recuperation (R&R) Leave Travel) shall be applied in requesting and authorizing R&R travel. Employees shall be in approved leave status while traveling to and from and during R&R breaks in accordance with DOD Civilian Personnel Manual (CPM) (DoD 1400.25-M) Subchapter 630, Leave, or Subchapter 1260, Home Leave. *Employees shall be granted up to 10 workdays of excused absence per R&R trip, not to exceed a total of 20 workdays for employees assigned to Iraq or Afghanistan for any 12 consecutive months. Employees assigned to Iraq or Afghanistan for at least 6 months, but fewer than 12 months, shall be granted excused absence not to exceed a total of 10 workdays during the R&R trip authorized by paragraph C.3.a.(2), above.*"

This amendment is effective immediately. The provisions of this amendment shall not be applied retroactively.

  
David S. C. Chu

Attachments  
As stated